

Custodial, Labor and Trades Group
Custodial and Food Services Series

CUSTODIAL SUPERVISOR
02/74

CHARACTERISTICS OF THE CLASS:

Under general supervision, supervises, organizes, schedules and assigns work to custodial personnel, engaged in a continuous cleaning operation of buildings and facilities and minor maintenance work; and performs related work as required.

EXAMPLES OF DUTIES:

Supervises work of custodial personnel engaged in the cleaning of buildings and facilities and minor maintenance work; schedules and organizes custodial crews; schedules major cleaning jobs; assigns standard or special jobs to custodial crews; checks and reviews work for compliance of established methods and practices; requisitions, issues and accounts for janitorial supplies and equipment; reports the need for building or equipment repairs and makes recommendations; interviews personnel for employment or other subordinate positions; trains subordinates; keeps records, writes work reports.

DESIRED MINIMUM QUALIFICATIONS:

Training and Experience: Completion of the eighth grade and at least five years of progressively responsible custodial experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of cleaning materials and equipment.

Ability to coordinate custodial crews; ability to establish and maintain good working relationships with subordinates and the general public.

Skill in the handling of personnel.

Director of Personnel

Department Head